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April 28, 2004

**ACQUISITION SERVICES LETTER NO. 119 (REVISED)**

TO: All Departments and Agencies

SUBJECT: Time Frame Goals for Procurement Requests

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In an effort to insure accountability and continuous improvement to our customers, we have outlined the following policy to manage our contract workload.

The following are processing times that departments and agencies can expect to experience when establishing either a new procurement or an amendment. The procurement request time frame begins once a signed AS-1, requisition, and statement of work (if required) is received. The procurement time frame is complete when the contract is signed by Acquisition Services.

**Time Frame Goals for New Requests**

<u>Requisition Value</u>	<u>Processing Goal</u>
Under \$100,000	90 days
Between \$100,000 and \$1,000,000	120 days
Over \$1,000,000	150 days

**Time Frame Goals for Amendments**

<u>Value of Request</u>	<u>Processing Goal</u>
Less than \$100,000	45 days
Greater than or equal to \$100,000	60 days

In establishing these time frames, the following processes were considered:

- AS-1 Review
- Bid Preparation
- Bid Solicitation (on the street)
- Evaluation and JEC
- State Administrative Board Process
- Contract Creation and Signature

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Factors that could extend these timeframes are:

- Attorney General Review – typically done for unique and complex purchases
- Negotiations (procurement will not be submitted to the State Administrative Board until negotiations have been finalized)
- Delay in AS-1 Receipt (requisitions are not reviewed until a signed AS-1 is received)

We are also reinstituting the process of contract notification, which will involve Acquisition Services sending notices to agencies as reminders of those contracts due to expire. The notices will be sent 12 months prior to contract expiration, and will request agencies to indicate whether the contract may expire, or whether a replacement or extension is being requested. If no response is received, notification will be sent nine months prior to expiration, and again at six months.

Acquisition Services will track the progress in processing requests for goods/services. An annual review of our average processing time for new requests and amendments will be provided to each department.

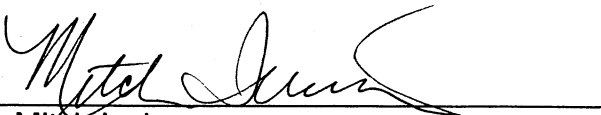
Acquisition Services expects that in most cases departments and agencies will handle those projects that are valued at less than \$25,000 and are, therefore, within delegated authority levels. This includes purchase orders and multi-year contracts. In addition, Acquisition Services encourages agencies to obtain competitive quotes for projects handled within their delegated authority.

We appreciate early involvement in all procurement projects. Thank you for your cooperation and partnership in managing State contracting.



Sean L. Carlson  
Director  
Acquisition Services

APPROVED:



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